



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
500 JAMES ROBERTSON PARKWAY  
PRIVATE PROBATION SERVICES COUNCIL  
NASHVILLE, TENNESSEE 37243  
615-741-1741 FAX 615-253-1179

Web address: [www.tn.gov/commerce/boards/privatepro](http://www.tn.gov/commerce/boards/privatepro)

**QUARTERLY PROVIDER FEE**

Pursuant to Administrative Rule 1177-1-.08, each licensee shall pay a quarterly provider fee to the Private Probation Services Council in the amount of **one dollar (\$1.00)** per quarter for every person reported on the case load for that respective quarter. The provider fee is due on **May 20<sup>th</sup>, August 20<sup>th</sup>, November 20<sup>th</sup> and February 20<sup>th</sup>**.

Please mark the current calendar quarter for which you are paying and fill in each blank accordingly.

Calendar year: \_\_\_\_\_

\_\_\_\_\_ February 20<sup>th</sup> \_\_\_\_\_ x \$1.00 quarterly provider fee = \_\_\_\_\_  
(Total assigned to case load) (Total)

\_\_\_\_\_ May 20<sup>th</sup> \_\_\_\_\_ x \$1.00 quarterly provider fee = \_\_\_\_\_  
(Total assigned to case load) (Total)

\_\_\_\_\_ August 20<sup>th</sup> \_\_\_\_\_ x \$1.00 quarterly provider fee = \_\_\_\_\_  
(Total assigned to case load) (Total)

\_\_\_\_\_ November 20<sup>th</sup> \_\_\_\_\_ x \$1.00 quarterly provider fee = \_\_\_\_\_  
(Total assigned to case load) (Total)

\*Please note there will be an additional fee of five cents (\$.05) per probationer reported for every ten (10) days by which the provider fee is late.

\*\*Failure to provide the Quarterly Provider Fee could result in disciplinary action by the Tennessee Department of Commerce and Insurance legal counsel.

**APPLICANT'S AFFIDAVIT**

I CERTIFY THE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

TN Private Probation Services License # \_\_\_\_\_

\_\_\_\_\_  
CEO's Signature

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**\*Any misrepresentation may result in disciplinary action against a licensee on renewal. Please note this Council has the authority to review or investigate any information provided pursuant to T.C.A. §16-3-909.**